Book List

Note: If there are multiple instructors recorded for a class section, each instructor will be able to access the class book list.

1) Go to ISIS: https://isis.mtholyoke.edu
2) From the ISIS For Faculty menu, select “Book List”.

3) The Class Book List page will open. It will initially look odd, with many blank fields. That’s okay.

4) Start by clicking on the small down-arrow next to “Choose a Class …”
A list of all the sections for which you’ve been listed as an instructor will appear.

Note: this list will not include non-credit bearing labs. Books required for a lab should be recorded as part of the book list for its corequisite credit-bearing section.

5) Click on one course to select it from the list, and press the Submit button. ISIS is then ready to capture your updates the book list for this class.

6) Scroll down to see the rest of the page. This is how it will look if you have not entered any book list information for this course yet:

- Choose a Class and press Submit
- Edition and Volume are not required
- If no book purchases are required/recommended for this class, check here: [ ]
- To modify the book list choose an option, and press Submit
  - Add a book referenced in any previous book list.
  - Add a new book.
  - Copy the booklist from any other course section.
- Copies are on order at
- Comments:
- Is this book list complete?
- E-mail a copy of this book list to me: [ ]
- Always press Submit if you’ve added or changed any info

7) If this class doesn’t require the students to purchase any books (because it’s a PE course, or the course only uses online materials in Moodle, or only a course packet, etc.), just click the following box, and press Submit:
8) For a class that does require books, you have three options for populating the book list:

I. Add a book referenced in any previous book list.
II. Add a new book.
III. Copy the book list from any other course section.

Let’s look at these in reverse order:

**Option III: Copy the book list from any other course section:**

*Use this option to import the book list from any other class section at Mount Holyoke – present or past (no book lists existed before Fall 2010, so copying from an earlier section isn’t viable) and regardless of whether you taught the section. Copying may speed your data entry and can help you keep consistency over the book lists of multiple sections of the same course. And, yes, once you’ve copied a book list, you will be able to modify your copy of it to suit your own class needs.*

IIIa) To use the Copy function, select it:

IIIb) And then press Submit at the bottom of the page. This page will open:

IIIc) Fill in the appropriate search criteria to find the section with the book list you wish to copy. For example, a search for Term=2014/FA, Subject= ECON and Instructor=Hartley might yield this search result:
Note: If you don’t see the section you want, click the “Check box to search again” at the bottom of the screen and press Submit to return to the previous page where you may enter new search criteria.

IIId) Click the circle to the left of the section whose book list you want to copy:

![Class Selection Results](image)

Ille) Press the Submit button at the bottom. It will take a second or two to copy this section’s book list and then to return you to the Book List page, now showing your copied book list:
IIIf) If your book list needs adjustments, you can add edition or volume numbers, update whether each book is needed in the 1st two weeks of class or whether the book is required, optional or recommended. You can also use the Delete button at right to delete individual books from your list. You can also follow the instructions in sections II and I below to add individual books to the list.

IIIg) When you’re done, don’t forget to answer the “Is this book list complete?” question at the bottom and press Submit.

**Option II: Add a new book:**

*Select this option when you think you need to add a book to ISIS which you do not think you or any other instructor has referenced in a previous MHC book list. (Use instead the top “Add a book referenced in any previous book list” option if you think there’s a good chance the book has been referenced before.)*

IIa) Select the “Add a new book” option:

![Option II: Add a new book](image)

IIb) Press Submit. This page will open:
IIc) Fill in the fields:

![Add New Book Form]

Notes:

- **How do you record multiple authors?** In the “Author Last Name” field, list only the last name of the first author. In “Author First Name (+ Middle), enter the first author’s first name and append the full names of any other authors. For example: “Jane, and Peter Smith.”

- **What’s an ISBN?** The ISBN is a string of 10 or 13 characters – almost always numeric – which uniquely identifies a particular title or edition of a title, from a particular publisher. It may be displayed with embedded spaces or dashes; these may be included or disregarded. Some books have both a 10-character and a 13-character ISBN. Use either – they both identify the same book, just under an older or newer numbering scheme.

- **How do you find an ISBN?** The ISBN is usually printed on the back of the book or with the publisher information at the beginning of the book. A great source for online lookups is bookfinder.com. There are some older books that don’t have ISBNs; for these, it is not necessary to find the ISBN if you can provide all the other details about the book’s publisher, author, title, copyright year, etc. Please supply the ISBN wherever possible, so students will know exactly which edition of the book you expect. If alternative editions would also be acceptable, you can add comments with that information. This is especially
valuable for books available in both hardback and paperback, as they will have different ISBNs.

- **What price do you enter?** Always specify the publisher's list price for each book. This is the highest price the student might expect to pay for a new copy of the book. Even when lower prices are available for used copies or through some booksellers, record here the publisher's list price.

- **How do you find the publisher's list price?** It is often printed on the back of a paperback or the inside of the dustjacket of a hardback. Another easy source is Amazon.com where the list price is listed right under the book title, usually with a strike through it and Amazon's own price listed directly below.

Ild) Press Submit. ISIS will check if this book already is listed in the inventory it has compiled of all books referenced in any book list at Mount Holyoke.

If it is, a red error message like this will show at the top of the Add a Book screen:

```
Add New Book
ISBN 1400076196 already assigned to Saturday
```

If that happens, press the Back button to cancel this entry -- since the book is not “new” from ISIS' point of view. Then select the “Add a Book referenced in a previous book list” to add the book to your class, using the instructions below.

Ille) If ISIS agrees this is a new book, it will add it to the inventory it is compiling of all books referenced in the booklists of Mount Holyoke courses and it will add the book to the book list you are compiling for your class. It will then return you to the Class Book List page, now showing your new book added to the bottom of the list:
**Always press Submit** to save your additions whenever you have finished updating your book list. Your book list will automatically be copied to any cross-listings for the course and to its co-requisite sections like labs.

**Option I: Add a book referenced in any previous book list:**

Every time Mount Holyoke faculty enter a new book to their lists, it is also added to an inventory ISIS maintains of all the books referenced in one or more MHC book lists. By compiling this inventory, ISIS hopes to spare you the work of having to enter the full details of every book. If you or any member of the faculty want to include that book in the book list for a future course, they can use the following function to locate the book in the inventory and quickly add it to their own booklist.

Ia) Select the “Add a book referenced in any previous book list” option:

Ib) ISIS will open the following search page for you. Enter the book’s title, author or ISBN:

Ilc) ISIS will display any matching entries from the book inventory. If the book you wanted is listed, click in its “Add” box and press Submit:
Notes:

- If the book you were hoping for isn’t on this list, you can use the Back button to search again with different criteria.
- If the book you want is there, but any of the basic information (title, copyright year, price etc.) seems wrong to you, first check the ISBN.
  - If the ISBN is different from the one you wanted, then return to your book list and use the “Add a New Book” function instead to add a new entry for the version of this book which carries the ISBN you want.
  - If the ISBN is the one you want, unfortunately, you can’t edit the book inventory through ISIS. Instead if the data problem is serious, you’ll need to ask the Registrar’s Office to make the inventory correction, by sending an email to registrar@mtholyoke.edu, including the ISBN and other identifying information of the book, plus the fix you need. The Associate Registrar has some override functions she can exercise to try to assist you.

IIc) After you’ve selected a book from the inventory, ISIS will return you to your book list, now including this book from the inventory:

IId) Add any additional details to your list by filling in the volume and/or edition fields as needed and the “Needed in the first two weeks” column.
Ile) Scroll to the bottom of the screen and fill in the remaining fields.

Note: any comments you enter will be visible to your students and others with other Book List information in the Schedule of Classes.

Ilf) Before pressing Submit, don’t forget to answer the “Is this book list complete?” question, so ISIS can tell your students whether this is the complete and final book list for your course or only a partial list.

Email yourself a copy of your book list:

ISIS can email to your MHC email address a copy of your book list, as a plain but serviceable excel attachment. You can then upload your list into a spreadsheet or submit it to a book seller as your textbook order. To get the attachment, just click on “E-mail a copy of this book list to me, for spreadsheet” and press Submit. It will be emailed to the email address on file for you in Mount Holyoke’s records – generally, your MHC email address.

How will your book list look in ISIS? How do students find it?

Whatever book list information you submit, whether final or not, will be immediately visible to students and others through the Search for Classes display in ISIS. To see that display, select Search for Classes from the ISIS for Faculty menu and search for the class. Your search results will appear
Click on the dates/days/times/location information for the class.

Then scroll down, below the usual class details, to see the book list:

<table>
<thead>
<tr>
<th>Book List</th>
<th>Needed in first 2 weeks?</th>
<th>Required</th>
<th>Publisher full price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: The Banker's New Clothes</td>
<td>Required</td>
<td>29.95</td>
<td></td>
</tr>
<tr>
<td>Author: Adams and Helving</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copyright:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edition:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISBN: 9780071545842</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publisher:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title: The Federal Reserve and the Financial Crisis</td>
<td>Required</td>
<td>19.95</td>
<td></td>
</tr>
<tr>
<td>Author: Romanka</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Copyright:</td>
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<td></td>
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<tr>
<td>Edition:</td>
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<tr>
<td>ISBN: 9780691158730</td>
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<tr>
<td>Publisher:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title: Misunderstanding Financial Crises</td>
<td>Required</td>
<td>29.95</td>
<td></td>
</tr>
<tr>
<td>Author: Gorton</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copyright: 2012</td>
<td></td>
<td></td>
<td></td>
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<td>Edition:</td>
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<td></td>
</tr>
<tr>
<td>ISBN:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publisher: Oxford</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Title: Life in the Medieval Cloister</td>
<td>Yes</td>
<td>Required 29.95</td>
<td></td>
</tr>
<tr>
<td>Author: Karr, Julie</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copyright: 2009</td>
<td></td>
<td></td>
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<td>Edition:</td>
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<tr>
<td>ISBN: 9781847251619</td>
<td></td>
<td></td>
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<tr>
<td>Publisher: Continuum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title: An Autobiography: The Story of my Experiments with Truth</td>
<td>Required</td>
<td>16.00</td>
<td></td>
</tr>
<tr>
<td>Author: Gandhi, Mohandas K</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Copyright: 1957</td>
<td></td>
<td></td>
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<td>Edition:</td>
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<td></td>
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<tr>
<td>ISBN: 978007059990</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publisher: Bacon</td>
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</tr>
</tbody>
</table>

This is NOT the complete book list for this class.

Copies are on order at Odyssey Bookstore.

Instructor's comments about the book list: Please purchase only these specific editions.

Before an instructor adds any book list information for a class, ISIS would instead show an empty book list with "To be determined":

<table>
<thead>
<tr>
<th>Book List</th>
<th>Needed in first 2 weeks?</th>
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